

SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

www.kern.courts.ca.gov



EMPLOYMENT OPPORTUNITY

COURT INVESTIGATOR

\$3586 - \$4378, monthly approximate

Exam # 0076

FILING DATE: APPLY IMMEDIATELY. Applications will be accepted until cancellation of this notice which may occur at any time with or without notice. Resumes will not be accepted in lieu of applications. **APPLY ONLINE AT www.kern.courts.ca.gov**

MINIMUM QUALIFICATIONS:

Experience/Education:

Any combination of training and experience that would likely provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be: graduation from an accredited college/university with a bachelor's degree in social or behavioral science and at least two years of experience that includes interviewing or investigation.

Knowledge of: interviewing and assessment techniques; principles and techniques of writing concise, accurate reports that serve as a part of court records; community resources for referral of clients; adult and family psychology; cross-cultural issues.

Skills: time management; organization; personal computer and word processing software operation; strong oral and written communication skills.

Ability to: learn statutes and procedures used in Probate and Family Court; communicate effectively with people of various backgrounds; work independently with limited supervision; prioritize work to meet required deadlines; work with outside agencies to coordinate services to dependent adults; maintain a high level of adaptability in frequently changing work environment; serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public; travel within the county as needed to perform essential functions of the position; perform all essential functions of the position.

Miscellaneous Requirements: A valid class "C" California driver's license is required at the time of appointment. All candidates must have the ability to travel throughout Kern County.

Physical Requirements: ability to perform, with or without accommodations, sedentary work exerting up to 10 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects, including the human body. Work involves frequent and/or prolonged sitting, standing, typing, walking, reaching, talking, hearing, and performing repetitive motions. Workers are required to have close visual acuity in order to prepare and analyze data and figures.

Incumbents are not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

ESSENTIAL FUNCTIONS:

- Conduct investigations in conservatorships and other matters by gathering, assessing and evaluating information regarding living and housing arrangements, care plans, and other information concerning the personal health and safety of incapacitated adults and minor children, through interviews, home visits and other sanctioned investigative methods.
- Conduct interviews with persons or organizations involved in matters before the court
- Prepare written investigative reports with recommendations to the court based on the results of investigations utilizing computerized word processing programs and other manual methods.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Investigator (cont.)

- May appear in court to provide sworn testimony as to details and findings of investigations conducted and concluded.
- Provide applicants and appointees with information on regulatory, statutory, and procedural requirements as provided by California law.
- Assist with investigation of other family court matters as needed and requested.
- Perform other job-related duties as assigned.

APPRAISAL (Weight 100%): of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, written exam, oral exam, and rating of application. Only the most qualified candidates, based on submitted application materials, will be accepted. All applicants meeting the minimum qualifications are not guaranteed advancement to the interview phase of the examination. The Court does not discriminate against the disabled. Please advise the Human Resources Department if you will require special accommodation to participate in the examination.

Following an offer of employment, you will be required to submit to physical, substance abuse, and/or background screenings at Court expense.

CONTACT INFORMATION:

Attn: Human Resources
Superior Court of California, County of Kern
1415 Truxtun Ave, 2nd floor
Bakersfield, CA 93301
PHONE: 661-868-4957
FAX: 661-861-2207
E-MAIL: WMHR@kern.courts.ca.gov

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process guarantees appointment to Court vacancies.

Please note: This job bulletin is not a complete job description.

MRM: 6400
Rev. 06/13/06